## Logging In

## 1 Introduction

The Department of Energy's (DOE) Office of Science (SC) Portfolio Analysis and Management System (PAMS) is SC's web-based system for managing proposals and subsequent financial assistance awards (grant and cooperative agreements).

Whether you need to submit a Letter of Intent (LOI), Proposal, Revised Budget or Review you must first login to your PAMS account.

The purpose of this document is to provide step-by-step instructions for users to follow to log in to their external PAMS account.

## 2 Prerequisites

Before a user can log in to his or her external PAMS account, the following criterion must be met:

• The user has an existing external PAMS account.

## 3 Logging In to PAMS

Use the following steps to log in to your external PAMS account.

1. Navigate to the External PAMS login page at: https://pamspublic.science.energy.gov/webpamsepsexternal/login.aspx (Figure 1).

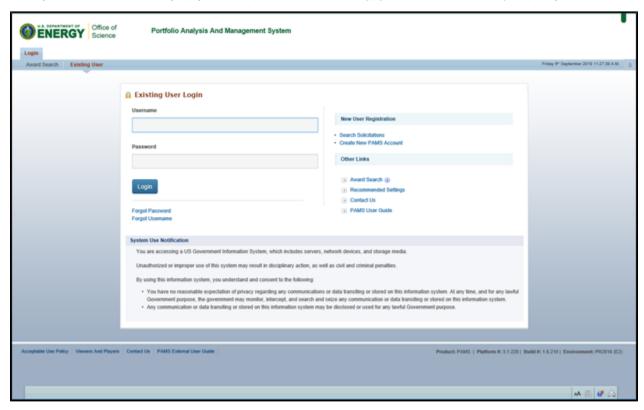


Figure 1. PAMS External Login

- 2. Enter your username in the "Username" field in the Existing User Login section.
- 3. Enter your password in the "Password" field in the Existing User Login section.
- 4. Click "Login", or hit the Enter key on your keyboard. PAMS will navigate you to your PAMS External homepage (Figure 2).

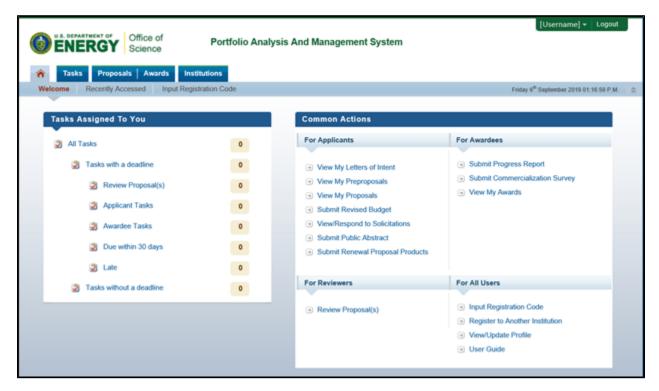


Figure 2. PAMS External Homepage